OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Registrar Staff/OTR   DATE: 22 September 1965

FROM : Chief, AIB/RS/OTR

SUBJECT: Summer Project: 1965

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1.   This is a summary of the work performed by [   ] the two employees assigned to the Admissions and Information Branch for the summer of 1965.

2.   When the decision was reached (c. 1960) to include in the Agency Training Record all external training taken at Agency expense, it was necessary for the Registrar Staff to set up codes for this training. The codes that were developed proved inadequate; inadequate in that they were too general and the computerized information that was retrieved was consequently general. Try as one could, the users of the product were not convinced that the fault lay in the basic coding system.

3.   Within the past two years AIB was assigned the responsibility for maintaining the records of both internal and external training. It was clear that the first task to be undertaken was to break out the general codes and to break them into what would amount to a larger number of individual codes. It was also clear that regular daily work requirements within the Branch precluded refinement of the codes within a useful period of time. The work of summer employees was considered as the only possible way to solve the problem.

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4.   In early spring, 1965, [   ] and [   ] set up the major steps to accomplish recoding, with the understanding that [   ] would develop more specific procedures as [   ] progressed with their work.

5.   This is what the two did. On separate sheets of paper, using "old" codes, they typed the title of each course within a general code as it appeared in a computer-document

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SUBJECT: Summer Project: 1965 (cont)

prepared for the task; they counted the number of people who had taken each course and so identified that number with the course. (This was an essential step since it was determined that if a change in a code had to be made, the change would be made on a course that had the fewest number of people identified as having taken it.) When they finished a main category under the "old" code, [ ] edited codes and titles (standardized titles when they could) and then assigned new codes. Next, [ ] typed about 3000 individual cards, one for each course, showing title, new code, old code and so forth.

6.   The next steps required the [ ] to record the new codes, then to prepare correction sheets for the OCS' programmer's use, and to verify information on the course cards, which will now be kept current by AIB. The twosome completed all the work up to the typing of the new code book. (This is now being typed by [ ] of AIB since her records work is directly connected with the information contained in the book.)

7.   The expansion of the codes for external training was considered only a long-range hope; a hope that someday people in AIB would be free enough to undertake the task. When it was known that summer employees would be made available, those of us close to the project again only thought it was a long-range hope to be able to complete it within a summer. It is to the credit of [ ] and to the industry and cooperation of [ ] that the project was all but completed before the end of the summer.

8.   We are confident that the refinement of this one major segment of our code will simplify our conversion of the full set of codes in OTR's information system to the integrated DDS system now being developed by the Human Resources Team of the Support Information Requirements Group.

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